

CONFERENCE ROOM BOOKING

(FORSCOM Memorandum 1-11)

1. REQUESTOR POC/PHONE:	2. UNIT/DIRECTORATE:
3. EMAIL:	4. DATE (Use calendar below) START TIME END TIME

SECTION I - CONFERENCE ROOM BOOKING

5. CONFERENCE ROOM REQUESTED	6. SECURITY LEVEL
<input type="checkbox"/> *KERWIN CONFERENCE ROOM (KCR) (Seating cannot be changed) <input type="checkbox"/> KCR Kitchen Privileges Requested (Provide justification in Section II below) <input type="checkbox"/> CCR (Seating in the horseshoe style)	<input type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> CONFIDENTIAL <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET <input type="checkbox"/> Military Police (MP) Security Access Required (Action Officer is responsible for contact with MP Security Desk at 464-7553/7353.)

7. PURPOSE

8. DATE & TIME REQUIRED	9. NO PERSONNEL PARTICIPATING												
Contact SGS at 464-5474 or 464-6041 for access. <table border="1"><thead><tr><th>DATE (Use calendar below)</th><th>START TIME</th><th>END TIME</th></tr></thead><tbody><tr><td>Set up</td><td></td><td></td></tr><tr><td>Rehearsal</td><td></td><td></td></tr><tr><td>Clean up</td><td></td><td></td></tr></tbody></table>	DATE (Use calendar below)	START TIME	END TIME	Set up			Rehearsal			Clean up			<input type="checkbox"/> Contact Protocol, when General Officers are involved. <input type="checkbox"/> Attendee list attached. <input type="checkbox"/> Coordinate with DSGS to establish seating arrangements. <input type="checkbox"/> Seating diagram attached.
DATE (Use calendar below)	START TIME	END TIME											
Set up													
Rehearsal													
Clean up													

10. AV/VTC SUPPORT REQUIREMENTS
(NOTE: Approval does not automatically provide AV/VTC support - MUST be coordinated separately). CCR/KCR POC: 464-6846/6811

11. DIRECTORATE XO:	<input type="checkbox"/> CONCUR <input type="checkbox"/> NONCONCUR
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12. SGS COMMENTS:	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED
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SECTION II - KCR KITCHEN PRIVILEGE REQUEST FORM (IF APPLICABLE)

13. REQUESTOR POC/PHONE:	14. UNIT/DIRECTORATE:
15. EMAIL:	16. DATE/TIME KITCHEN REQUIRED:

17. JUSTIFICATION FOR USE OF KITCHEN (BE SPECIFIC):

18. KITCHEN SUPPORT REQUESTED
Number of Personnel Attending:
Coffee, Water Service <input type="checkbox"/> YES <input type="checkbox"/> NO Use of China/Glassware <input type="checkbox"/> YES <input type="checkbox"/> NO Protocol Support Required <input type="checkbox"/> YES <input type="checkbox"/> NO
Other Drink Services <input type="checkbox"/> YES <input type="checkbox"/> NO Use of Tables/Skirts/Linens <input type="checkbox"/> YES <input type="checkbox"/> NO
Date/Time Setup Required: NLT Date/Time Cleanup Can Begin: NLT

19. ADDITIONAL COMMENTS:

20. KITCHEN PRIVILEGES APPROVED: <input type="checkbox"/> YES <input type="checkbox"/> NO

21. SGS COMMENTS:

22. DATE/TIME:

23. POC/PHONE:

24. CONFERENCE ROOM

(DO NOT SIT ON TABLES)

RECEIVED
BY REQUESTORTURN IN
TO SGS

Free of Trash

Nothing left on tables and chairs (CLEAN TABLE GLASS)

☐☐

Trash cans empty and new liners installed

☐☐

Carpet clean

☐☐

Kitchen locked (unless kitchen privileges granted)

Lights

☐☐

No bulbs burned out

☐☐

Lights turned off upon completion and leaving

☐☐

Doors

Room Secure

☐☐

Accountability

Chairs

☐☐

Vacuum

☐☐

Laser Pointers

☐☐

25. KITCHEN INSPECTION (if applicable)

CLEAN

Trash cans empty and new liners installed

☐☐

Floor clean

☐☐

Refrigerator clean

☐☐

Counter cleared

☐☐

KITCHEN ITEMS

China/Glassware cleaned and put away

☐☐

Tables folded and stored

☐☐Linens separated and clean linens stored,
dirty linens given to Protocol☐☐

Carafes emptied, cleaned and stored

☐☐

Sugar and creamers emptied, cleaned, and stored

☐☐

Coasters cleaned and stored

☐☐

COMMENTS

26. RECEIVED BY UNIT/DIRECTORATE

SGS/PROTOCOL REPRESENTATIVE

DATE

USER REPRESENTATIVE

DATE

27. RETURNED TO SGS/PROTOCOL

SGS/PROTOCOL REPRESENTATIVE

DATE

USER REPRESENTATIVE

DATE